

**CHICAGO EXECUTIVE AIRPORT  
BOARD OF DIRECTORS  
REGULAR MEETING MINUTES  
WEDNESDAY, JUNE 21, 2023  
1020 S PLANT RD  
WHEELING, IL 60090  
6:00 PM**

**I. Call to Order and Roll Call**

Chairman Court Harris called the meeting to order at 6:00 p.m. Roll call confirmed the following present: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Absent: Director Berman.

Also in Attendance:     Jeff Miller - Executive Director  
                                  George Sakas – Director of Economic Development  
                                  Jason Griffith – Director of Finance  
                                  Andrew Wolanik – Director of Operations & Maintenance  
                                  Krista Coltrin – Administrative Manager/Recording Secretary  
                                  Penny Merritt – QuieterHome® Program Project Manager  
                                  Tom Lester – Attorney

**II. Pledge of Allegiance**

Chairman Harris led those in attendance in the Pledge of Allegiance.

**III. Approval of Minutes**

A motion was made by Director Kearns and seconded by Director Lang to approve the minutes from the May 17, 2023, Regular Board Meeting. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Berman.

**IV. Changes to the Agenda**

None.

**V. Public Comments**

Jim Loerzel commented that as a public body, the organization should be as transparent as possible. He suggested that the organization is “skirting” transparency by over budgeting expenses and under budgeting revenues, indicating a surplus in revenue that is unallocated to any item in the budget. He referenced numbers and percentages from the end of FY2023. He also compared the unallocated surplus to the municipalities owning the airport, stating that the Airport’s unallocated surplus was 28% over the budgeted income, whereas the municipalities were typically within 2% to 4% of their budgets. He pointed to a pattern of excess surplus planned into the budget and asked the Board to consider rolling back the increases planned in the FY2024 budget to those of FY2023.

## **VI. Hearings and Reports**

### **A) Director of Finance Report**

Director of Finance Jason Griffith delivered the Treasurer's Report and said May is the first month in the fiscal year, meaning the target percentage collected or expended is 8.33% of the budget. Year-to-date operating revenues were at 9.27% and operating expenditures were at 7.73% of the budget.

### **B) Executive Director's Report**

Jeff Miller reported on the following:

- ➔ Total operations for May were 10,208, which is 31% above April 2023 and 21% above May 2022. The previous 12-month operations rose 2% to 99,456, which is 36% above average for the month of May since 2010.
- ➔ April fuel flowage was 758,170 gallons, which is 35% above April 2023 and 4% above May 2022. The previous fuel flowage rose to 8,098,117 gallons. Fuel flowage is 74% above the average month of May since 2010.
- ➔ Total Customs clearances were 41 in May 2023, which is 4 fewer than April 2023, and 1 fewer than May 2022. The 12-month total for Customs clearances decreased to 502. Clearances are 6 above the average month of May since 2010.
- ➔ The number of noise comments totaled 41 for April. There were 4 comments per 1,000 operations with a 12-month total of 474.
- ➔ Updates to construction projects include:
  - Airfield Lighting Project - field work anticipated to end by June 30<sup>th</sup>.
  - East Quad Ramp Project – pending award letter.
  - Northwest Quadrant Road Rehab – we have received the award letter and have informed the firm to work on a schedule within the next 60 days.
  - Master Drainage Study - project is on schedule, Board update at July meeting.
  - Hawthorne Global Aviation Services Hangar 22 on schedule.
  - MWRD Sewer Line Replacement Project – the Airport received information the project was awarded, and Operations is coordinating schedules.
  - Exhibit A to ALP - title searches are underway on airport-owned properties.
- ➔ Other items include:
  - Run/Rock the Runway packet pickup and final planning are underway.
  - The update to the Economic Impact Study is on schedule.

- Two Interns attended the American Association of Airport Executives annual event through their school associations.
- ➔ FAA Reauthorization Update
  - House Bill
    - Passed the House Committee 63-0, showing bi-partisan support.
    - Does not allow for a tier system with entitlements.
    - Does allocate 5% more discretionary funding.
    - Increases Airport Improvement Program to \$4B.
  - Senate Bill
    - Pulled for consideration until after the July 4<sup>th</sup> holiday.
    - The initial bill does not adjust any Airport Improvement Program formulas.
    - Increases Airport Improvement Program to \$4B.
    - Over 200 amendments were filed.
- ➔ To date, 617 applications have been received for the Residential Sound Insulation Program (RSIP).
  - The FAA increased the total grant fund to \$2.5M, which is indicated through the state's allocation system. Staff is waiting to receive the program letter.
  - The Noise Exposure Map public meeting was held on Tuesday, June 13<sup>th</sup> at 6:00 p.m. at the Indian Trails Public Library, 355 Schoenbeck Rd., Wheeling, IL 60090. Approximately 20 people attended.
- ➔ Public Relations Report
  - Runway 5K/Walk – 425+ runners & 160+ walkers have registered; \$17K in sponsorships.
  - The 99s are using the administration offices on Sunday, June 25<sup>th</sup> for their annual award ceremony.
  - Tori Allen is joining the Serafin team as CEA's communications liaison.
  - Staff are assembling a creative team to implement a targeted communications and branding strategy to launch at NBAA in October. This will include a graphic artist, photographer/videographer, apparel coordinator and premium curator – all working in collaboration with Serafin and CEA staff to present a unified brand and message.

➔ Staff Report on Field Strength Tests of EMAS Beds

Director of Maintenance and Operations Andrew Wolanik provided an overview of the testing process:

- Current EMAS Beds are 7 years old and have never been evaluated.
- The Installation, Maintenance, and Repair manual suggests each bed undergo a Field Strength Test (FST) every 5 years.
- Runway Safe Group is the only FAA-approved EMAS vendor in the world and their Field Strength Test is the only approved test method. Sole-source procurement was used due to the lack of vendors.
- The test consists of visual inspections and sampling of 10 randomly selected blocks on both EMAS beds which undergo laboratory testing. After the results are analyzed, an end report will be furnished with recommendations from Runway Safe.
- The total cost for the resolution is \$63,000.

➔ Staff Report on Airfield Security Upgrades for FY2024

Director of Maintenance and Operations Andrew Wolanik provided an overview of the security upgrades for the current fiscal year:

- As part of a continuing multi-year security initiative, the Airport will install additional equipment to augment the current security system which was installed less than one year ago.
- In 2022, CEA received three bids for a master security system and selected Imperial Surveillance for an airport-wide system, which is currently in use.
- These proposals add additional surveillance cameras in specific locations and additional hardware to our new enhanced access points to better serve and protect the tenants and users of the airport.
- The requested resolution is “not to exceed \$25,000.00.”
- The request is for any unexpected issues such as unforeseen electrical work or additional installation hardware.
- This is a sole-source procurement as Imperial Surveillance is our primary contractor for electronic security measures and the equipment is compatible with existing infrastructure.

➔ Upcoming Meetings & Events

- The CEA Run the Runway and Rock the Runway events are on Saturday, June 24<sup>th</sup>.
- The Prospect Heights Independence Day Parade is Saturday, July 1<sup>st</sup>.

- The CEA offices are closed on Tuesday, July 4<sup>th</sup> in observance of Independence Day.
- The next Board of Directors meeting is Wednesday, July 19<sup>th</sup>.

Questions for Executive Director Miller included:

- Director Kearns requested an update on CEA’s “gateway” status into Washington D.C. Executive Director Miller explained that the TSA will work directly with the FBOs for direct flights into Ronald Reagan National Airport and mentioned that all three FBOs have submitted their applications.
- Director Kearns also asked which charity will receive funding if there is a profit from the Run the Runway event and whether the Board would approve the final decision. Executive Director Miller noted that three charities were selected and presented to the Board last year as recipients for 5K funds on a rotational basis.

### **C) Board Member Comments**

- Director Kearns mentioned the Dollars for Scholars awards dinner on June 9<sup>th</sup> at Hawthorne Global Aviation Services. Thirteen new scholarships and two returning scholarships were awarded to students in the area. He also mentioned the organization’s upcoming golf outing as its primary fundraiser.
- Director Saewert thanked staff for their work on the upcoming Run the Runway and Rock the Runway events. He also mentioned that he would represent the Airport at the next Prospect Heights City Council meeting. Additionally, he noted that Mike Haupt, the unofficial “airport historian,” would be presenting *Chicago: Shaping the Airline Industry* at the local library.
- Director Hellyer also thanked staff for their work on the upcoming Run the Runway and Rock the Runway events, noting the benefits to the community.

### **D) Correspondence and Chairman’s Comments**

- None.

## **VII. New Business**

### **A. Resolution 23-019 – A Resolution Authorizing the Payment of Claims**

A motion to approve was made by Director Saewert and seconded by Director Kiefer.

Director Kiefer questioned the bill to the Treasurer, State of Illinois, if that was an out-of-pocket expense. Executive Director Miller clarified that it was budgeted and is the Airport’s local share of the project at Atlantic Aviation.

Executive Director Miller also confirmed Director Kiefer’s question by answering that the Cook County Collector line item was also budgeted.

The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

B. Resolution 23-020 –A Resolution Approving a Contract with Runway Safe Group for Field Strength Test to the EMAS beds for Runway 16 and Runway 34

A motion to approve was made by Director Hellyer and seconded by Director Lang. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

C. Resolution 23-021 – A Resolution Approving Airfield Security Upgrades for FY2024 by Authorizing an Agreement with Imperial Surveillance Inc. for Digital Surveillance System Additions

A motion to approve was made by Director Saewert and seconded by Director Hellyer.

Director Kearns questioned how many more phases would be involved in this project. Mr. Wolanik replied probably once in one more year, with Executive Director Miller reminding the Board that the Airport is working toward eliminating punch codes for heightened security.

The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

D. Resolution 23-022 – A Resolution Approving the 2023 NBAA Annual Conference Attendance and Participation Policy for Chicago Executive Airport

A motion to approve was made by Director Kiefer and seconded by Director Kearns.

Chairman Harris put forward an airfare stipend not to exceed \$525.

E. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

### **VIII. Executive Session**

At 6:28 p.m. a motion to move into Executive Session was made by Director Hellyer and seconded by Director Kearns. The motion was approved by roll call. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

At 7:29 p.m. a motion to return to open session was made by Director Kiefer and seconded by Director Saewert. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

### **IX. Action Taken from Executive Session**

None.

**X. Adjournment**

At 7:30 p.m. a motion was made by Director Kearns and seconded by Director Lang to adjourn the meeting. The motion was approved by voice vote. Ayes: Directors Hellyer, Kearns, Kiefer, Lang, and Saewert. Nays: None. Absent: Director Berman.

Respectfully Submitted:

A handwritten signature in cursive script that reads "Bill Hellyer".

Bill Hellyer  
Secretary